



Laptop Request Form

Request Form must be submitted at least 48 Hours in advance

Teacher Name (please print) _____ Today's Date: _____

Day(s) Requested: _____

Laptops can only be signed out for a minimum of 1 day and maximum of 3 days.

Laptops will be delivered @ 7:45

Laptops must be returned to the MAIN OFFICE by 2:15

Laptops should not be left unattended at any time during the day.

Laptops CANNOT be left in the classroom OVERNIGHT!

Laptops Requested

Minimum: 6 laptops

Maximum: 30 laptops

Period	Room Location	# of Laptops Requested
1		
2		
3		
4		
5		
6		
7		

Please Check **LUNCH Period** : 1st ☐ 2nd ☐ 3rd ☐ 4th ☐

- The teacher is ultimately responsible for the equipment while it is their room.
- The teacher must allow sufficient time for distribution and collection of laptops at the beginning and end of each class period.
- School-to-career interns will deliver, set-up, and pick-up laptop carts DAILY.
- A school-to-career intern will remain in the classroom to help distribute and collect laptops, circulate student sign-out form, deliver printer jobs and provide basic technology support.
- A different school-to-career intern will be assigned each class period.

Students must use their own MPS username and password to utilize the laptops.

Students without their own MPS username and password CANNOT use the laptops.

Students must remain in the classroom until all laptops have been placed back into their cart slot.

Teacher Signature: _____

Bring completed form to the Computer Loft for scheduling and confirmation.